

OFFICE OF THE DIRECTOR

Action Memorandum No. A-379


Date 12 May 1964

TO : Deputy Director/Support
ATT : Office of Personnel
SUBJECT : List of Retirees
REFERENCE:

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Could you arrange to provide, on a periodic basis, a list of those individuals who are about to be advised that they are within five years of retirement.



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Wymen B. Kirkpatrick
Executive Director

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SUSPENSE DATE:

ADMINISTRATIVE—INTERNAL USE ONLY

TRANSMITTAL SLIP		DATE	JAY 1964
TO: Director of Personnel			
ROOM NO. 5 E 56	BUILDING Headquarters	<i>[Handwritten signature]</i>	
REMARKS:			
<p>Please let me know the time basis which you propose to establish for reports to the Executive Director of individuals who are to be advised that they are within five years of retirement.</p> <div style="text-align: right; margin-top: 100px;">  </div>			
FROM: Acting Deputy Director for Support			
ROOM NO. 7 D 24	BUILDING Headquarters	EXTENSION 	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED. GPO : 1957-O-439445 (47)	

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